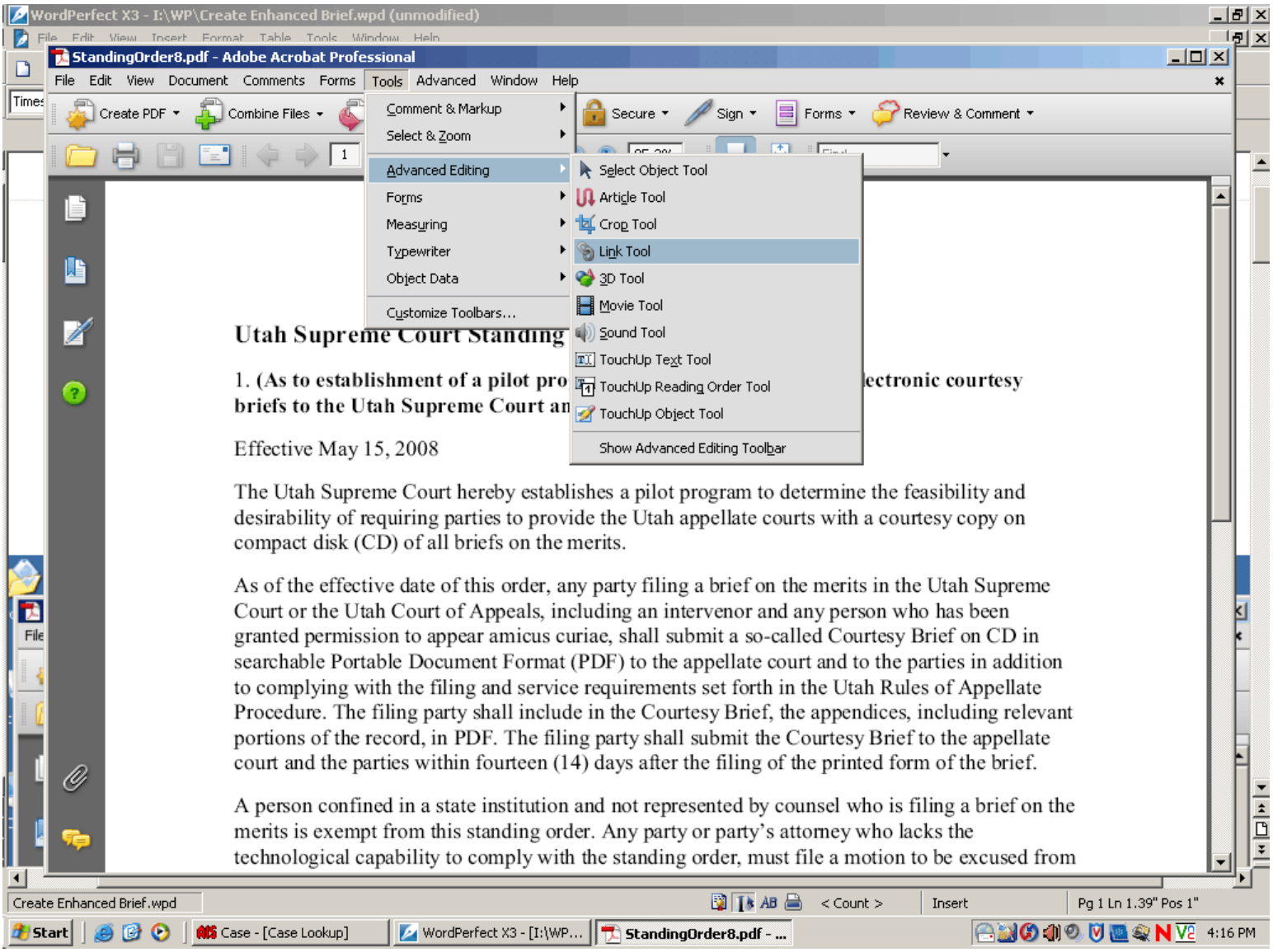
CREATING HYPERLINKS IN PDF DOCUMENTS

You must have Adobe Professional to create Hyperlinks.

Open your PDF document in Adobe.

From “Tools”, click on “Advanced Editing”, then click on the “Link Tool”.

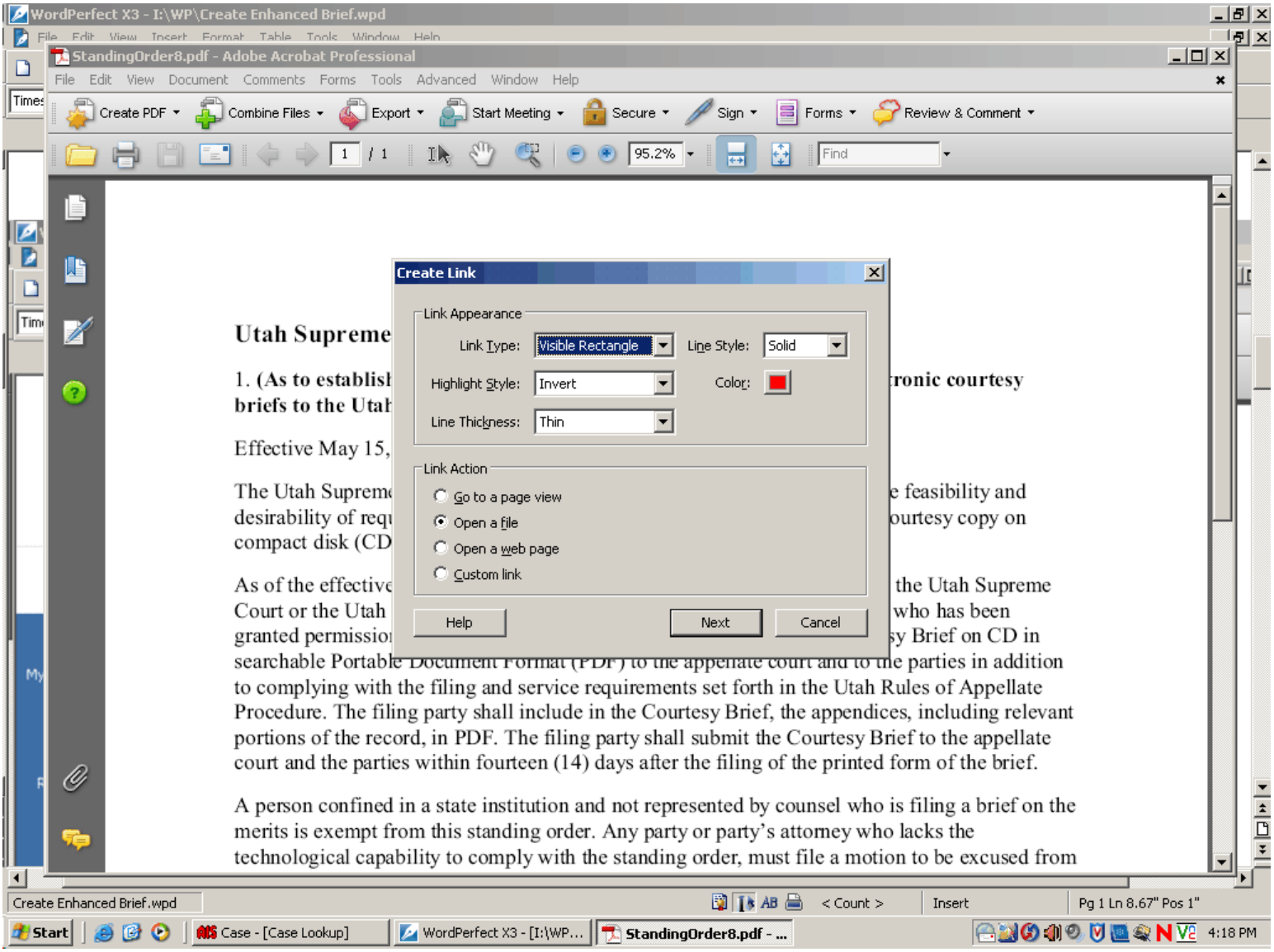


Now, locate the word or sentence you want to have the hyperlink attached to. Click just above and to the left and start drawing a box around the word or sentence you want to be the link.

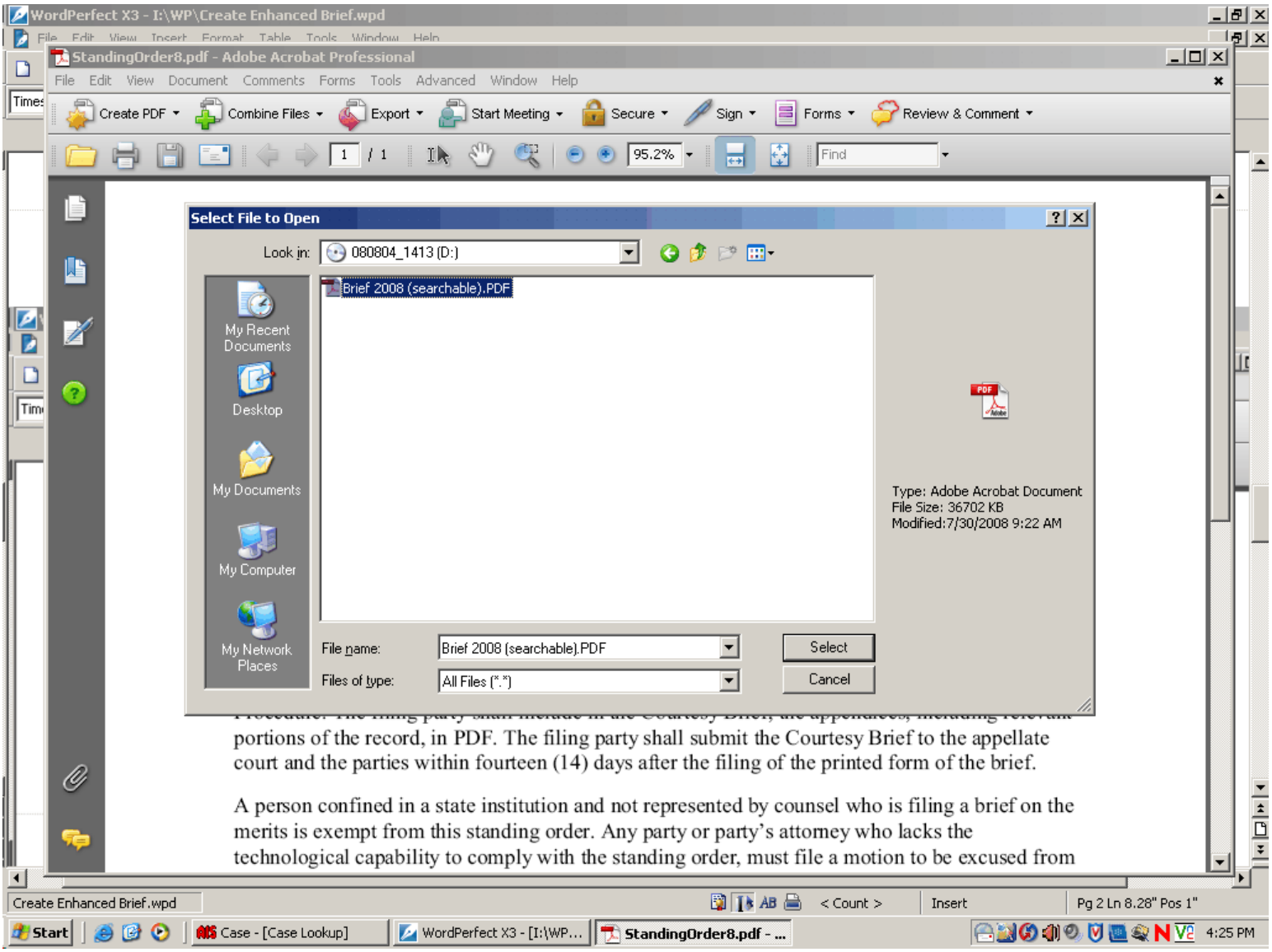
Change the color to what color you want the box around your link to be.

Click on “Open a file” if you are linking to a file (document within the CD).

Click on [Next].

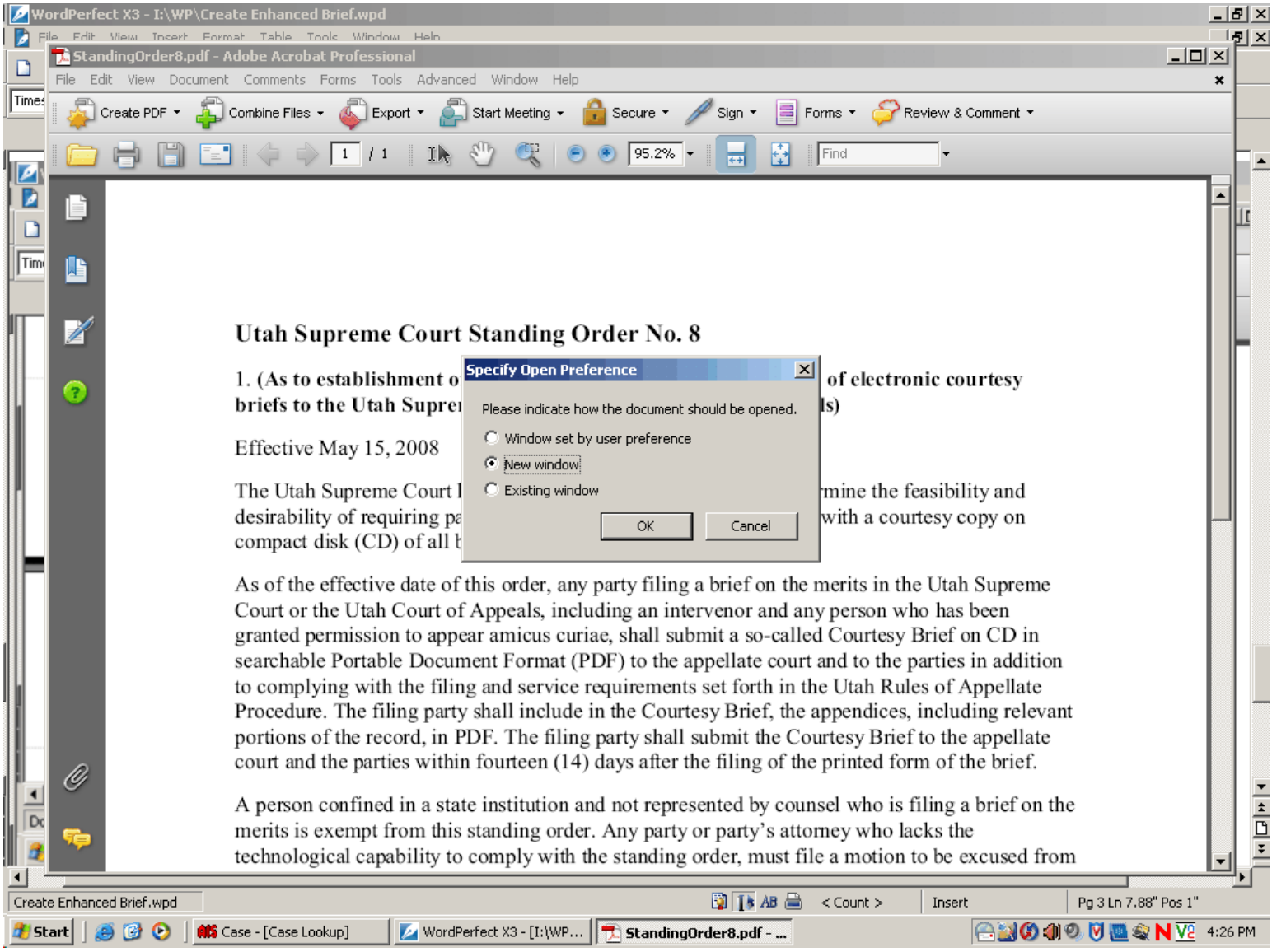


Now, find the adobe file you want to be opened when the link is selected. (These should be already loaded on your disc and selected from there.)



Click on [Select]

Always select “New Window” at this point. Then, click [OK].



When you are done adding links, [Save] your document. Close it out and then reopen it to see if the links are working correctly.

When the link opens up, it will open in a new window. When you are done viewing the link, just close the window and you will return to the original document.